



Occupational and Business Licensing
555 Wright Way
Carson City, Nevada 89711
(775) 684-4690

BRANCH LOCATION INFORMATION SHEET

A branch location is an established place of business of a vehicle dealer at which he conducts business simultaneously with, and physically separated from, his principal place of business.

NRS 482.0125

A business must have the same name and business principals as the principal place of business to be considered an additional location.

LICENSING REQUIREMENTS

1. Application for Business License. Application must be completed in full and signed by a principal of the business.
2. An updated Personal History Questionnaire (PHQ) completed by each principal or corporate officer being listed on the license application, if the last PHQ on file is at least one year old.
3. Authorization for Release of Information form signed by each principal or corporate officer. Release must be notarized or signature witnessed by an authorized DMV representative. (This is not a requirement for Dealers only.)
4. The bond covering the principal place of business will cover the additional location if it is located in the same county and operating under the same name. A rider from the bonding company, acknowledging coverage for the additional location is acceptable. If the branch location is located in another county, a separate bond is required.
5. Insurance Certificate showing automobile liability coverage; or an amendment to the existing policy, acknowledging coverage for the additional location.
6. Non-refundable license application fee of \$125.
7. City or County business license, if applicable.
8. Fictitious Firm Name Filing.
9. An established place of business within the state with a permanent enclosed building large enough to accommodate and office; sufficient space to display one or more vehicles.
10. A permanently affixed display sign with the name of the business in lettering eight inches high, formed by lines that are at least one inch wide. Sign must be clearly legible from the center of the nearest street or roadway.
11. Two color photographs that clearly show the exterior of the business to include the display sign.
12. **New Vehicle Dealers:** Franchise letters from manufacturers or distributors, licensed by the Department, authorizing sale of designated vehicles.